SCDC POLICY/PROCEDURE

NUMBER:ADM-17.06

TITLE:TRAINING ADVISORY COUNCILS

ISSUE DATE: NOVEMBER 1, 2007

RESPONSIBLE AUTHORITY: DIVISION OF TRAINING

OPERATIONS MANUAL:ADMINISTRATION

SUPERSEDES: ADM-17.06 (January 15, 2003)

RELEVANT SCDC FORMS/SUPPLIES: NONE

ACA/CAC STANDARDS: 4-ACRS-7B-10, 4-ACRS-7B-11, 4-ACRS-7B-12, 4-ACRS-7B-13, 4-4073, 4-4075, 4-4076, 4-4077, 4-4078, 4-4079

STATE/FEDERAL STATUTES:

PURPOSE: To provide general guidelines for the composition, administration, and management of the Agency Training Advisory Council (ATAC), and of each Institutional Training Advisory Council (ITAC), and to define the responsibilities of each Council.

POLICY STATEMENT: In an effort to promote the professional development of SCDC employees and to ensure, to the extent possible, that the training needs of the Agency and of its employees are being met, the SCDC will maintain an Agency Training Advisory Council and Institutional Training Advisory Councils to provide guidance and assistance to organizational units conducting employee training. (4-4075)

TABLE OF CONTENTS

1.AGENCY TRAINING ADVISORY COUNCIL (ATAC)
2. INSTITUTIONAL TRAINING ADVISORY COUNCIL (ITAC)
3.SCDC GEOGRAPHICAL TRAINING COORDINATORS QUARTERLY MEETINGS
4. DEFINITIONS

SPECIFIC PROCEDURES:

1.AGENCY TRAINING ADVISORY COUNCIL (ATAC):

1.1 Membership of the ATAC:

1.1.1 The Division Director of Training will serve as chairperson.

1.1.2 The Agency Director's staff or designee will serve on the ATAC.

1.1.3 Minutes will be distributed to the Agency Director, ATAC members, and will be posted on the Agency's intranet website for review by Wardens, Institutional Trainers, and Liaisons.(4-ACRS-7B-12, 4-4076)

1.2 Meeting Schedule/Format:

1.2.1 The ATAC will meet bi-annually (or more frequently, if deemed necessary by the ATAC members).

1.2.2 The ATAC chairperson will schedule the meetings, select the location, develop and distribute the agenda, and keep/distribute minutes of the meetings. (4-ACRS-7B-12, 4-4077)

1.3 ATAC Responsibilities:

1.3.1 The ATAC will review and approve the annual training needs surveys. Information will be solicited from all categories of employees, identifying current job-related training needs. (4-ACRS-7B-11, 4-4075)

1.3.2 The ATAC will assist in the development of the Agency's annual training plan by soliciting input from Institutional Training Advisory Councils (ITAC), other Agency personnel, and external sources. The ATAC will also be responsive to position requirements, professional development needs, current correctional issues, and new theories and techniques, and will test innovative technology based on institutional needs and resources. The ATAC will also encourage the use of community resources to include library and reference services, public and private agencies, and colleges and universities.

1.3.3 The annual training plan will be developed, evaluated, and updated based on the above valid assessment that identifies all current-job related training needs. The annual training plan will contain the following minimum information:
•list of all courses/classes to be offered;
•dates the courses/classes are to be offered;
•synopsis of each course/class, hours of credit received, target audience, pre-requisite requirements if any, and objectives;
•enrollment information. (4-ACRS-7B-10, 4-ACRS-7B-11, 4-ACRS-7B-12, 4-ACRS-7B-13, 4-4075, 4-4078, 4-4079)

1.3.4 The ATAC will provide a cost and funding analysis for any training programs that are recommended.

1.3.5 The ATAC will review and approve the annual training plan. The Annual Training Plan will be submitted to the Inspector General and Agency Director for final approval. (4-ACRS-7B-10, 4-4073)

1.3.6 Formal evaluations of all basic certification, in-service, and specialized training programs will be developed by the Academy, with input from operational units (facilities and divisions) and will be documented in the Agency's Annual Training Plan. (4-ACRS-7B-12, 4-4077)

2. INSTITUTIONAL TRAINING ADVISORY COUNCIL (ITAC):

2.1 Membership of the ITAC:

2.1.1 Institutions will have an ITAC consisting of five (5) or more members. Institutions may combine with other institutions in the area to form an ITAC.   ITAC members will be selected by the Warden(s)and should be representative of the various organizational units of the institution(s). One (1) ITAC member will be appointed by the Warden(s) to serve as the chairperson.

2.1.2 The Institutional Trainer will serve as an ex-officio (non-voting) member of the ITAC.

2.2 Meeting Schedule/Format:

2.2.1 The ITAC will meet quarterly (or more frequently if deemed necessary by the Warden, the Division Director of Training, or the ITAC members).

2.2.2 The ITAC chairperson will schedule the meeting, select the location, develop the agenda, notify all ITAC members of the meeting schedule, and distribute minutes to the Warden, the Division Director of Training, ITAC members, and other personnel as appropriate.

2.2.3 The agenda for each quarterly meeting will include a review of:

•training courses offered the previous quarter;

•training deficiencies/needs;

•training classes offered in the upcoming quarter;

•employee training hour requirements received/needed to meet Agency/LETA training minimum standards;

•development of an annual training plan that must be forwarded to the Warden and the Division of
 Training no later than April 1 of each year; and

•discussion on any other training issues which come to the attention of the Division Director of Training
 from an institution, division, or office.

2.3 ITAC Responsibilities:

2.3.1 The ITAC will develop and the Institutional Trainer will draft an annual institutional training plan that will contain (when recommended by the ITAC) a statement of any additional training needs not specified in the Agency Master Training Plan. A plan of action to meet specific training needs will contain at least:

•a list of all courses/classes to be offered;
•date/time the course/class is offered, location, target group, objectives, and prerequisite training;
•enrollment information; and
•responsible Institutional Trainer.
This plan will include the ongoing and formal evaluation of basic certification, in-service, and specialized training programs. The ITAC will also encourage the use of community resources, and library and reference services, in order to complement the training and staff development program. This annual training plan will be forwarded to the Warden and the Division Director of Training no later than April 1 of each year for approval.

2.3.2 The ITAC will actively seek ways to share training resources with other institutions to maximize available training opportunities and resources. (4-ACRS-7B-12,4-ACRS-7B-13, 4-4077, 4-4078, 4-4079)

3. SCDC TRAINING LIEUTENANTS QUARTERLY MEETINGS: On a quarterly basis, all SCDC Training Staff Coordinators will meet with the SCDC Institutional Training Captain. At a minimum, these meetings will be held to:
3.1 Review the previous quarter's training provided at institutions (based on discussions and/or meetings held with Wardens and/or other appropriate institutional representatives in their areas);

3.2 Make recommendations for any special needs training which is to be provided to institutional training staff (based on discussions held with Wardens and/or institutional representatives at each institution);

3.3 Review and make recommendations concerning each training area's needs as they relate to such items as training programs, space, equipment, budget, etc. (based on discussions and/or meetings held with Wardens and/or other appropriate institutional representatives in their area). (4-ACRS-7B-10,4-ACRS-7B-12, 4-4075, 4-4077, 4-4080)

4. DEFINITIONS

Institutional Training Captain refers to an employee who is assigned to the Division of Training and who is responsible for providing technical supervision of the Institutional Training Lieutenants.

Institutional Training Lieutenant refers to an employee assigned to the Division of Training who is responsible for conducting training at an assigned institution.

Institutional Training Liaison refers to an employee assigned to an institution to assist with training.

s/Jon E. Ozmint, Director

ORIGINAL SIGNED COPY MAINTAINED IN THE DIVISION OF POLICY DEVELOPMENT.